Wardrobe Crew

The wardrobe run crewmember responsible for the care and uses of the costumes in dress rehearsals and performances.

**Responsibilities:**

- Assist performers in dressing and appearing on stage as designed by the costume designer and as directed by the wardrobe crew head.

- Assist performers with quick changes.

- Attend crew a run-thru rehearsal prior to tech.
- Attend load-in meeting/presentation and dress parade.
- May be asked to attend make-up workshop and tech rehearsals.
- Attend quick-change rehearsals.
- Attend all dress rehearsals, performances, archival photo shoot, and strike.

- Check in costumes prior to each dress rehearsal and performance in a timely manner.

- Retrieves all costume pieces and checks out after each dress rehearsal and performance. Maintain backstage changing areas in neat and proper arrangement.

- Remind performers of food, beverage and smoking policy, and to please keep dressing rooms organized.

- Maintain a calm, professional demeanor for performers in your care.

- Maintain costumes and accessories during dress rehearsals and performances. This includes but is not limited to: laundry, ironing, spot cleaning and basic repairs.

- Relay costume notes to the wardrobe crew head on matters of specific rigging or performer comfort or safety. Report all emergency situations to stage management.

- Assist with the smooth operation of archival photo call by preparing ahead of time and being attentive to activity onstage.

- Perform other duties as assigned by the wardrobe crew head and/or shop supervisor.

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I have read and accept these responsibilities.

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Date production